



**Town of Arlington, Massachusetts**  
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## **Meeting Minutes 10/11/2006**

**Arlington Cultural Council  
Minutes of~ October ~11, 2006  
Robbins Memorial library Arlington, MA**

**Present:** Tom Formicola, Jean Yoder, Michèle Meagher, Elinore Kagan, Sharon, Roz Cummins, Betsy Campbell

**Absent:** Karen Dillon

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Tom Formicola called the meeting to order at 7:40p.m.

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### **ITEM 1: RFPs (Request for Payment)**

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**1) Grant 2006-06~** Community Intervention Project.~ Request for payment is not complete.~ Elinore will contact the organization again to request financial receipts for project.~

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**2) Grant 2006-17 ~**July Jamboree.~ Approximately 300 people attended. Requested~ payment of \$97.03.~ (original grant had been for \$100).~ Tom moved that the council approve payment. Michèle seconded.~ The motion passed unanimously.

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3) Two additional requests for payment – from Thompson Elementary School and from Cynthia Tollen –also were received.~ These requests were placed on hold until the Council receives a second complete set of receipts in support of the requests for payment.

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### **ITEM 2:~ Outstanding 2006 Grants**

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The following council members (in parens) have agreed to contact organizations about open grants in advance of the December deadline for submission of documentation:

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2006-01 Arlington~ Children's Theater (Tom)

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2006-02 Arlington Historical Society (Michèle)

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2006-03 Intergenerational Book Group (Elinore)

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2006-04~ Town-wide Enrichment Program (Karen/Tom)

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2006-10~ Cathy Garnett/Reservoir Project (Michèle)

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2006-11 Steve Henderson – “Jerry Attrick” performance (Michèle)

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2006-12 Pierce Elementary School~ -- Multicultural Family (Jean)

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2006-15 Three Apples Storytelling Festival (Jean)

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### **ITEM 3: Sept Meeting Minutes**

~Approval of the minutes was deferred to the next regular monthly board meeting.

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### **ITEM 4: Grant Round 2007**

~The Council has a total of \$11,030 to allocate.~ It received 30 grant applications which total \$29,762 in funds requested.~ Six of the applications (Grant 2007- 24 through 2007-30) were incomplete and will not be considered.~ One application (2007-24) will be reviewed for completeness by the Council Chair.~ His decision will be binding.~

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The Council will consider Grants 2007-1 through 2007-23, as listed in the “Summary of Grants from the MCC site.”

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### **ITEM 5: Grant Presentations**

The Council will hear grant presentations on November 1 & 2 from 7:30 to 9 p.m., second floor of the Community Safety Building.~ Each presentation will last 5 minutes maximum, including questions.~ The deliberations meeting will also convene in the Community Safety building at 10 a.m. on November 5th.

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~Jean Yoder will confer with Tom and Elinore on grant applicant correspondence.~ Michele will create the Word document incorporating changes for the acceptance letters.~ Jean will correspond with those applicants whose proposals are rejected.

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### **ITEM 6: Refinements Suggested for next Grant Round (FY 2008)**

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1)~ State clearly in the guidelines that each copy of the grant packet should fasten all pages of the application (either with a clip or a staple) together.~

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2) State clearly in the grant contract letter that the request for payment and supporting receipts MUST be received in duplicate before a request will be considered and acted upon.

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3) The Council will consider redistributing the information about reimbursements at a Spring informational meeting as well.

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### **ITEM 7:~ New Business**

1) Fundraising ideas

~Roz Cummins will investigate the viability of creating a cultural “Book of Days” for the Council.

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2)~ New members

~Council members agreed that recruitment is a top priority for the winter and spring.~

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The meeting was adjourned at 8:45 p.m.

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